

# FINAL

## CHAPTER 9-

# RENTALS & DEBT MANAGEMENT

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*This chapter covers the tasks involved in documenting rental property information, tracking leases held on the U.S. Department of Housing and Urban Development (HUD) rental properties, and establishing lease receivable records within the **Single Family Acquired Asset Management System (SAMS)**.*



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## **Chapter 9 contains:**

### **Section 9.1 - Rentals & Debt Management Overview**

*This section provides a general overview of the Maintain Property Lease tasks within the Maintain Property Case Management subprocesses.*

### **Section 9.2 - Maintain Property Lease**

*This section documents the tasks involved in recording and tracking leases held on HUD rental properties and establishing lease receivables records. The SAMS screens which support these tasks are illustrated and described in detail in this section.*

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## 9 RENTALS & DEBT MANAGEMENT

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### 9.1 *Rentals & Debt Management Overview*

#### Introduction

This chapter describes in more detail the Maintain Property Leases tasks within the Maintain Property Case Management subprocess briefly identified in **Chapter 1 – Introduction to SAMS**. This chapter includes:

**Section 9.1 - Rentals & Debt Management Overview** which provides an overview of the tasks involved in capturing and recording property rental information and tracking the funds due HUD for property rentals.

**Section 9.2 - Maintain Property Lease** which provides step-by-step instructions and illustrations of the screens accessed in support of the Maintain Property Leases task.

#### Maintain Property Leases

The Maintain Property Leases tasks:

- Capture and records data that identifies properties that have been rented
- Capture and record the terms of the lease agreement(s) associated with rental properties.
- Address all aspects of tenant management including move-ins, move-outs, rent amount, and occupancy information.
- Account for funds due HUD until they are collected or determined to be uncollectible.
- Provide a means of tracking the eviction status of property currently under property litigation.

#### Note

While this document describes procedures that HUD personnel follow when capturing, displaying, modifying, and deleting information in SAMS, it should not be construed that the procedures presented replace or represent official HUD policy.



## 9.2 Maintain Property Lease

### Introduction

The Maintain Property Leases task allows authorized field office (M&M) staff to establish and update leases in SAMS. Once the lease is entered into the system, a monthly batch process posts a rent receivable based on the data used to establish the lease. This section covers the steps necessary to establish a lease and modify or correct a rent receivable.

#### Note

To have authorized Service Center personnel enter and update lease information, send a *Define Lessees/Lease, Form SAMS-1101* to the address shown on the form.

### Processing Tasks

The following Maintain Property Leases tasks are covered in this section:

**Task 1:** Create Lessee Name and Address Identifier (NAID)

**Task 2:** Attach a Lessee NAID to a Case/Unit Number

**Task 3:** Add Specific Lease Information to the Lessee NAID and Case/Unit Number

**Task 4:** Modify or Correct the Rent Receivable

**Task 5:** Document and Monitor Eviction of Occupant(s)

#### Note

In this document the term HOC Area refers to a Home Ownership Center and the term M&M refers to the Management and Marketing contractor. While the correct term for an entity (individual or organization) that leases a property is lessee, the terms leasee and lesee appear in this document to accurately reflect the current text on screens and forms. When the screens and forms are corrected, this document will be updated to reflect the change.

## 9.2 - Maintain Property Lease (continued)

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*Task 1:  
Create Lessee  
Name and  
Address  
Identifier  
(NAID)*

Create the unique name and address identifier (NAID) for the lessee using either:

- **Federal Tax Identification Numbers (FINs):** Enter the name of the lessee and the associated FIN through the Business Organization Single Maintenance (DSAE) screen as described under **Establish and Maintain Address Identifiers (NAIDs) in Chapter 2 – Global Definitions.**
- **Social Security Numbers (SSNs):** Enter the name of the lessee and the associated social security number through the Individual Single Maintenance (GBIN) screen as described under **Establish and Maintain Address Identifiers (NAIDs) in Chapter 2 – Global Definitions.**

*Task 2:  
Attach Lessee  
NAID to  
Case/Unit  
Number*

After establishing a NAID, enter the case and unit number information through the Property Units Maintenance (TMPU) screen as described under **Property Units (TMPU) Screen** in this section.

### Note

To add a lease to a property, the property must be in step 8 or lower.

*Task 3:  
Add Specific  
Lease  
Information to  
Lessee NAID  
and Case/Unit  
Number*

Once the lessee NAID is linked to the appropriate case number and unit, add the remaining lease data through the Property Unit Lease (TMLE) screen as described under **Property Unit Lease (TMLE) Data Screen.**

This completes the process of creating a lease in SAMS. The next monthly rent batch cycle posts any rent receivable due based on the selection criteria entered on the Property Unit Lease Add (TMLE) screen.

### Note

SAMS provides the ability to correct any erroneous rent receivable transactions or write-off a rent receivable for up to \$5,000 per debt .

## 9.2 Maintain Property Lease (continued)

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*Task 4:  
Modify or  
Correct Rent  
Receivable*

To modify a rent receivable, enter the case number on the key field of the Miscellaneous Receivable By Case Listing (CLRL) screen in query mode as described under **Misc Receivable by Case Listing (CLRL) Query Screen** to display a list of rent receivables for the selected case number. Select the desired rent receivable from the list and press the <ENTER> key to access the Miscellaneous Receivable (CLMR) screen which is described in detail under **Miscellaneous Receivable (CLMR) Data Screen**. The available data for the selected receivable displays on the screen. Make the necessary modifications and press the <ENTER> key to commit the corrections made to the data.

*Task 5:  
Document and  
Monitor Eviction  
of Lease  
Occupant(s)*

When necessary, document a lease occupant eviction through the Lease Eviction History Maintenance (TMEV) screen as described under **Lease Eviction History Maintenance (TMEV) Data Screen**. The information maintained on this screen includes:

- The type of eviction action taken
- The date of the eviction-related action
- The unique case number
- The unit number
- The lease number of the rented property

In addition, the Lease Eviction History Maintenance (TMEV) screen allows the user to monitor the status of the current occupants, whether they are adverse occupants or delinquent in paying their rent.

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### **Rentals & Debt Management Processing Screens**

The data screens, illustrated and described in this section, allow authorized field office and Single Family Acquired Assets Branch (SFAAB) personnel to:

- Add leases
- Monitor the status of a property
- Document and review eviction information
- Enter and track receivables due HUD

### *Data Entry Screens*

The Rentals & Debt Management data screens presented in this section are:

- Property Units Maintenance..... TMPU
- Property Unit Lease ..... TMLE
- Miscellaneous Receivable..... CLMR
- Lease Eviction History Maintenance ..... TMEV

### *Query Screens*

The Rentals & Debt Management query screens allow authorized field office and SFAAB personnel to find and select receivables that need to be reclassified, and to search for rental information regarding a property that is currently leased.

The Rentals & Debt Management query screens presented in this section are:

- Miscellaneous Receivable By Case Listing ..... CLRL
- Property Unit Lease Rent..... TMRT
- Lease Search By City ..... LSLC
- Lease Search By Leasee Name ..... LSLN
- Lease Search By Zip Code..... LSLZ

### *Menu Screens*

The Rentals & Debt Management screens illustrated and described in this section are located on either the:

- SAMS Rentals and Debt Management Menu (LMRD) screen, illustrated in Figure 9-1, which displays the data screens: Miscellaneous Receivable by Case Listing (CLRL), Property Unit Lease Rent (TMRT)
- SAMS Lease Search Menu (LMSL) screen, illustrated in Figure 9-2, which displays the query screens: Lease Search by City (LSLC), Lease Search by Leasee Name (LSLN), Lease Search by Zip Code (LSLZ)

#### **Note**

Refer to **Sign On to SAMS** in **Chapter 1 – Introduction to SAMS** for detailed instructions on accessing SAMS and selecting the SAMS Main Menu (LMNM) options.

## 9.2 Maintain Property Lease (continued)

### *SAMS Rentals and Debt Management Menu (LMRD)*

To access the SAMS Rentals and Debt Management Menu (LMRD) screen either.

- Open the SAMS Data Entry Menu (LMDE) screen from the SAMS Main Menu (LMNM) screen. Enter an *X* in the selection field for the *Accounting* option on the SAMS Data Entry Menu (LMDE) screen and press the <ENTER> key. On the SAMS Accounting Menu (LMNA) screen, enter an *X* in the selection field for the *Rentals and Debt Management* option and press the <ENTER> key.
- Enter *LMRD* in the Screen field in the upper left hand corner of a screen using the expert mode and press the <F2> key.

#### **Note**

The screens included in this document are for illustrative purposes **only**, and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted and will be documented in the next release of this document.

S A M S		01/02/03
RENTALS AND DEBT MANAGEMENT MENU		12:22:31 EST
SCREEN: <u>LMRD</u>		
TYPE (X) TO SELECT	SCREEN TITLE	
Q _	CLRL MISC RECEIVABLE BY CASE LISTING	
Q _ A _	CLMR MISCELLANEOUS RECEIVABLE	
Q _ S _	TMPU PROPERTY UNITS	
Q _ A _ M _	TMLE PROPERTY UNIT LEASE	
Q _ S _	TMEV LEASE EVICTION HISTORY MAINTENANCE	
Q _	TMRT PROPERTY UNIT LEASE RENT	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

**Figure 9-1 Rentals and Debt Management Menu (LMRD)**

## 9.2 - Maintain Property Lease (continued)

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### *SAMS Lease Search Menu (LMSL)*

To access the SAMS Lease Search Menu (LMSL), illustrated in Figure 9-2, either:

- Open the Data Base Search Menu (LMSR) screen from the SAMS Main Menu (LMNM) screen. Enter an *X* in the selection field for the *Lease Search Menu* option on the Data Base Search Menu (LMSR) screen and press the <ENTER> key.
- Enter *LMSL* in the Screen field in the upper left-hand corner of a screen and press the <F2> key.

SCREEN: LMSL__		S A M S	01/02/03
		LEASE SEARCH MENU MENU	12:30:40 EST
TYPE (X) TO SELECT	BUSINESS FUNCTION TITLE		
Q _	LSLZ LEASE SEARCH BY ZIP CODE		
Q _	LSLN LEASE SEARCH BY LEASEE NAME		
Q _	LSLC LEASE SEARCH BY CITY		
BOTTOM OF MENU			
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU			

Figure 9-2 Lease Search Menu (LMSL)

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## 9.2 Maintain Property Lease (continued)

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### Property Units (TMPU) Screen

#### *Before You Begin*

The Property Units (TMPU) screen, illustrated in Figure 9-3, allows authorized field office (M&M) staff to add, update, or delete information about a new property or previously leased unit.

Gather this information before using the Property Units Maintenance (TMPU) data screen:

- HUD property case number
- Lessee NAID, if adding a NAID through the Property Unit Lease (TMLE) screen, described under **Property Unit Lease (TMLE) Data Screen**

S A M S  
TMPU PROPERTY UNITS QUERY  
01/02/03 12:24:41 EST

SCREEN: QTMPU\_

NEXT CASE NUM: \_\_\_\_\_ UNIT SEQUENCE NUMBER: \_\_\_\_\_

CASE NUM  
ADDRESS

UNIT SEQUENCE NUMBER	UNIT NUMBER	UNIT SEQUENCE NUMBER	UNIT NUMBER
----------------------------	----------------	----------------------------	----------------

B= BUSINESS ORGANIZATION; I= INDIVIDUAL; L= LEASE  
CASE HUD OFFICE PREFIX IS REQUIRED  
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

Figure 9-3 Property Units (QTMPU) Screen

#### *Data Screen Options*

On the Property Units (TMPU) data screen:

- To *locate (query)* a property unit, enter *QTMPU* in the Screen field and press the <F2> key.
- To *maintain (add, modify, delete)* a property unit, enter *STMPU* in the Screen field and press the <F2> key.

## 9.2 - Maintain Property Lease (continued)

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*Procedure Table* Follow the instructions in Table 9-1 Property Units (TMPU) Procedure Table to add, query, modify or delete a unit from a property using its case number:

### Reminder

In the Procedure Tables included with each screen illustration, the fields which must be completed on a screen are marked as **[REQUIRED]**, fields which have a Look-up table available are marked with an asterisk (\*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen. Refer to **Procedure Table** in **Section 1.1 – SAMS User’s Guide Standards** for additional information.

**Table 9-1 Property Units (TMPU) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Num	9 alphanumeric characters	<b>[REQUIRED]</b> Enter the case number.
Unit Sequence Number	2 numeric characters	<b>{REQUIRED}</b> In the <i>query</i> mode, enter the unit sequence number. This field is used to search for a specific unit.
		System-generated; in the <i>maintenance</i> mode, if it exists for the case number entered.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields listed here.</i>		
Case Num	N/A	System-generated; based on the entry in the <u>Next Case Num</u> field.
Address	N/A	System-generated; based on the entry in the <u>Next Case Num</u> field.

## 9.2 Maintain Property Lease (continued)

**Table 9-1 Property Units (TMPU) Procedure Table, continued**

Opt	1 alphabetic character A = Add M = Modify D = Delete L = Lease	<p>[<b>REQUIRED</b>] in the <i><b>maintenance</b></i> mode (STMPU) to <i><b>add</b></i>, <i><b>modify</b></i>, or <i><b>delete</b></i> a record. Use the &lt;TAB&gt; key to move to the <u>Opt</u> field to the left of the desired entry.</p> <ul style="list-style-type: none"> <li>To <i><b>add</b></i> a unit, select a record with empty data lines. Enter an <i>A</i> in the <u>Opt</u> field, complete the entries in the <u>Unit Sequence Number</u> and <u>Unit Number</u> fields, and press the &lt;ENTER&gt; key.</li> <li>To complete the addition, enter an <i>L</i> in the <u>Opt</u> field for the same record and press the &lt;ENTER&gt; key to access the Property Unit Lease (TMLE) screen (refer to <b>Property Unit Lease (TMLE) Data Screen</b>) and create a new lease.</li> </ul> <p><i><b>Caution:</b> The steps listed above are the <u>only</u> way to access the correct functionality of the Property Unit Lease (TMLE) data screen.</i></p> <ul style="list-style-type: none"> <li>To <i><b>modify</b></i> a unit record, select the desired record and enter an <i>M</i> in the <u>Opt</u> field, make the desired changes, and press the &lt;ENTER&gt; key.</li> <li>To <i><b>delete</b></i> a unit record, first terminate the lease. Then select the desired record, enter a <i>D</i> in the <u>Opt</u> field, and press the &lt;ENTER&gt; key.</li> </ul> <p><i><b>Note:</b> This field is not available in the <i><b>query</b></i> mode.</i></p>
Unit Sequence Number	2 numeric characters	<p>[<b>REQUIRED</b>] In the <i><b>maintenance add</b></i> mode (STMPU), enter the unit sequence number. This number is a unique identifier that is used to distinguish different living spaces on the property for HUD use only. For example, a property may have two living spaces or units – a house and an apartment over a garage.</p> <p>System-generated; in the <i><b>query</b></i>, <i><b>maintenance modify</b></i>, and <i><b>maintenance delete</b></i> modes based on the entries in the <u>Next Case Num</u> and <u>Unit Sequence Number</u> fields.</p>

## 9.2 - Maintain Property Lease (continued)

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**Table 9-1 Property Units (TMPU) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Unit Number	10 alphanumeric characters	[ <b>REQUIRED</b> ] In the <i>maintenance add</i> ) mode (STMPU), enter the unit number associated with the mailing address for one of the units belonging to the property. This number appears on the mailing address. For example, the address of a single-family house with an apartment over the garage might have a street address of 10229 Salem Street and the unit number for the house might be Unit A and for the apartment might be Unit B.
		System-generated; in the <i>query, maintenance modify</i> , and <i>maintenance delete</i> modes.
<p>To commit the addition or modification of a property unit, press the &lt;ENTER&gt; key.</p> <p><b>Result:</b> The system displays an appropriate error message or saves the data entered. Be certain to press the &lt;ENTER&gt; key save any entries made before attempting to:</p> <ul style="list-style-type: none"><li>• make corrections to any error</li><li>• add another unit to a proper,</li><li>• modify an existing unit for a property</li><li>• delete an existing unit from a property</li><li>• exit this screen</li></ul> <p><b>Note:</b> A successful completion message does not always display when additions or changes are made and saved on this screen.</p> <p><b>Note:</b> If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</p>		

## 9.2 Maintain Property Lease (continued)

### Property Unit Lease (TMLE) Data Screen

The Property Unit Lease (TMLE) screen, illustrated in Figure 9-4, allows authorized field office (M&M) staff to:

- Record information (e.g., rent amounts, lease effective date) relating to the rental occupancy of HUD-owned leased properties in step 8 or lower
- Add a new lease
- Modify the forms of an existing lease
- Confirm whether a property is currently leased

### Before You Begin

Gather this information before using the Property Unit Lease (TMLE) data screen:

- Lease Number (*query* and *modify* modes)
- Lessee NAID (must be active in the user's authorized contract area)
- Property unit number

SCREEN: QTMLE_		S A M S		01/22/03	
		TMLE PROPERTY UNIT LEASE QUERY		16:30:45 EST	
NEXT PRIMARY LESSEE NAID: _____		CASE NUM: _____		UNIT ID NUM: _____	
LEASE NUM: _____					
CASE NUM	UNIT ID NUM	HUD OFFICE	UNIT ADRS NUM		
LEASE NUM	*LEASE TYPE:	*LEASE RSN TYPE:	LEASE EFFECT DATE:		
LEASE EXPIR DATE:	LEASE TERMNTN DATE:				
ADDRESS					
DESC:					
CURR FEE STATUS CODE					
RENT AMOUNT:	PER:	DAILY RENT AMNT:			
PRIMARY LESSEE NAID		SSN	FIN		
NAME					
SECONDARY LESSEE NAID:		SSN	FIN		
NAME					
NUMBER OF OPTION RENEWAL YRS:		WAIVED LATE FEE FLAG:	LATE FEE PERCENT:		
*EVICTION REASON TYPE:	LIABILITY INSUR EXPIR DATE:	CASE STEP NUM			
			GO TO REMARKS _		
PRIMARY LESSEE NAID IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR					

Figure 9-4 Property Unit Lease (QTMLE) Query Screen

## 9.2 - Maintain Property Lease (continued)

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### Data Screen Options

On the Property Unit Lease (TMLE) data screen:

- To **locate (query)** a property unit lease, enter *QTMLE* in the Screen field and press the <F2> key.
- To **add** a property unit lease, enter *ATMLE* in the Screen field and press the <F2> key.
- To **modify** a property unit lease, enter *MTMLE* in the Screen field and press the <F2> key.

**Procedure Table** Follow the instructions in Table 9-2 Property Unit Lease (TMLE) Procedure Table to add, query or modify a lease associated with a specific unit for a property:

**Table 9-2 Property Unit Lease (TMLE) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Primary Lessee NAID	10 alphanumeric characters	[REQUIRED] In the <i>query</i> and <i>modify</i> modes, enter the primary lessee's NAID. System-generated; when this screen is accessed from the Property Units (TMPU) screen in the <i>maintenance add</i> mode (STMPU) or when this screen is accessed from the Lease Search by Zip Code (LSLZ), Lease Search by Lessee Name (LSLN), or Lease Search by City (LSLC) screens in the <i>query</i> mode.
Case Number	9 alphanumeric characters	[REQUIRED] In the <i>query</i> and <i>modify</i> modes, enter the case number. System-generated; when this screen is accessed from the Property Units (TMPU) screen in the <i>maintenance add</i> mode (STMPU) ).  <i>Note:</i> Depending upon the screen accessed prior to accessing this screen, this field may be system-generated.
Unit ID Num	2 numeric characters	[REQUIRED] In the <i>query</i> and <i>modify</i> modes, enter the number from the lease or the case binder. System-generated; when this screen is accessed from the Property Units (TMPU) screen in the <i>maintenance add</i> mode (STMPU).  <i>Note:</i> Depending upon the screen accessed prior to accessing this screen, this field may be system-generated.

## 9.2 Maintain Property Lease (continued)

**Table 9-2 Property Unit Lease (TMLE) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Lease Num		[REQUIRED] In the <i>query</i> and <i>modify</i> mode, enter the lease number.  In the <i>add</i> mode, no entry is required in this field.
		System-generated; when this screen is committed in the <i>maintenance add</i> mode (STMPU).  <i>Note:</i> Depending upon the screen accessed prior to accessing this screen, this field may be system-generated.
Enter the required information and press the <F2> key.		
<b>Result:</b> The system retrieves and displays the available values for the fields listed here for lessee NAIDs within the user authorized areas.		
Case Num	N/A	System-generated; based on the entry in the <u>Next Primary Lessee NAID</u> field.
Unit ID Num	N/A	System-generated; based on the entry in the <u>Next Primary Lessee NAID</u> field.
HUD Office	N/A	System-generated; based on the User ID entered at system logon.
Unit Adrs Num	N/A	System-generated; based on the unit address number entered on the Property Units (TMPU) screen (refer to <b>Property Units (TMPU) Screen</b> for details).
Lease Num	N/A	System-generated; based on the unit address number entered on the Property Units (TMPU) screen (refer to <b>Property Units (TMPU) Screen</b> for details).
*Lease Type	2 alphabetic characters	[REQUIRED] In the <i>add</i> and <i>modify</i> modes, enter the lease type from the lease or the case binder, or enter a ? and press the <ENTER> key for the Lookup screen to view a list of available lease types.  <i>Note:</i> Access to the Lookup table is not always available on this field.
		System-generated; in the <i>query</i> mode based on the entries in the key line fields above.
*Lease Rsn Type	2 alphabetic characters	[REQUIRED] In the <i>add</i> and <i>modify</i> modes, enter the lease reason type from the lease or the case binder, or enter a ? and press the <ENTER> key for the Lookup screen to view a list of available lease reason types.  <i>Note:</i> Access to the Lookup table is not always available on this field.

## 9.2 - Maintain Property Lease (continued)

		System-generated; in the <b>query</b> mode based on the entries in the key line fields above.
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**Table 9-2 Property Unit Lease (TMLE) Procedure Table, continued**

Lease Effect Date	8 alphanumeric characters Format: <b>mm/dd/yy</b>	<p><b>[REQUIRED]</b> In the <b>add</b> and <b>modify</b> modes, enter the lease effective date from the lease.</p> <p><b>Note:</b> <i>If the system does not accept the actual lease effective date, enter a date in this field that is equal to the date entered in the <u>Lease Expir Date</u>. After completing the other data entry on the screen and pressing the &lt;ENTER&gt; key, return to this field and enter the actual lease effective date and correct the date in the <u>Lease Expir Date</u> field and save the record again.</i></p> <p><b>Note:</b> <i>This date can be backdated 60 days or postdated 30 days.</i></p>
		System-generated; in the <b>query</b> mode based on the entries in the key line fields above.
Lease Expir Date	8 alphanumeric characters Format: <b>mm/dd/yy</b>	<p><b>[REQUIRED]</b> In the <b>add</b> and <b>modify</b> modes, enter the lease expiration date.</p> <p><b>Note:</b> <i>This date must be greater than the lease effective date. It can be forward-dated as far in the future as desired.</i></p> <p><b>Note:</b> <i>If the system does not accept the actual lease expiration date entered in this field, check to be certain the date is later than or equal to the date entered in the <u>Lease Effect Date</u> field. In some instances, it is necessary to enter a date in this field that is equal to the date entered in the <u>Lease Expir Date</u> field, press the &lt;ENTER&gt; key, then modify the date in this field to reflect the actual lease expiration date.</i></p>
		System-generated; in the <b>query</b> mode based on the entries in the key line fields above.
Lease Termntn Date	8 alphanumeric characters Format: <b>mm/dd/yy</b>	<p>In the <b>modify</b> mode, enter the lease termination date.</p> <p><b>Note:</b> <i>This date must be equal to or less than the current system date.</i></p>



## 9.2 Maintain Property Lease (continued)

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		<p>System-generated; once the case enters step 9 or if the <u>Eviction Complete</u> field is set to <i>Y</i> (Yes) on the Lease Eviction History (TMEV) screen (refer to <b>Lease Eviction History Maintenance (TMEV) Data Screen</b> for details).</p> <p><i><b>Note:</b> When the property enters Step 9, the FO <b>must</b> send a memo to HUD Headquarters to stop billing for the rent.</i></p>
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## 9.2 - Maintain Property Lease (continued)

**Table 9-2 Property Unit Lease (TMLE) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Address	N/A	System-generated based on the entry in the <u>Case Number</u> field.
Desc	70 alphabetic characters	In the <b>add</b> and <b>modify</b> modes, enter a description. This field allows free-form text entries.
		System-generated; in the <b>query</b> mode based on the entries in the key line fields above.
Curr Fee Status Code	N/A	System-generated; in the <b>query</b> mode based on the entries in the <u>Next Primary Lessee NAID</u> , <u>Case Num</u> , <u>Unit ID Num</u> , and <u>Lease Num</u> fields.
Rent Amount	8 (with decimals) numeric characters	<p>In the <b>add</b> and <b>modify</b> modes, enter the rental amount in this field and the rental term designation from the lease (e.g., M for monthly, A for annually) in the <u>Per</u> field.</p> <p><b>Note:</b> The system calculates the daily rental amount and displays it in the <u>Daily Rent Amount</u> field. The <u>Daily Rent Amount</u> field is a protected field. To modify the entry in the <u>Daily Rent Amount</u> field, changing the entry in the <u>Rent Amount</u> and/or <u>Per</u> fields and commit the screen to have the system recalculate the entry.</p> <p><b>Caution:</b> If an incorrect entry is made in the <u>Rent Amount</u> field, it may be modified by M&amp;M and HOC staff once the screen is committed.</p>
		System-generated; in the <b>query</b> mode based on the entries in the key line fields above.
Per	1 alphabetic character M = Monthly A = Annually	<p>In the <b>add</b> and <b>modify</b> modes, enter the code for the rental term:</p> <ul style="list-style-type: none"> <li>If M (monthly) is entered in this field, the system divides the amount shown in the <u>Rent Amount</u> field by 30 to calculate the entry for the <u>Daily Rent Amount</u> field.</li> <li>If A (annually) is entered in this field, the entry in the <u>Daily Rent Amount</u> field is equal to the entry in the <u>Rent Amount</u> field.</li> </ul>
		System-generated; in the <b>query</b> mode based on the entries in the key line fields above.

## 9.2 Maintain Property Lease (continued)

**Table 9-2 Property Unit Lease (TMLE) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Daily Rent Amount	N/A	System-generated; the system calculates the entry in this field based on the entries in the <u>Rent Amount</u> and <u>Per</u> fields. <ul style="list-style-type: none"> <li>If the entry in the <u>Per</u> field is <i>M</i>, the entry in this field is 1/30 of the entry in the <u>Rent Amount</u> field.</li> <li>If the entry in the <u>Per</u> field is <i>A</i>, the entry in this field is equal to the entry in the <u>Rent Amount</u> field.</li> </ul>
Primary Lessee NAID	N/A	System-generated; based on the entry in the <u>Next Primary Lessee NAID</u> field.
SSN	N/A	System-generated; based on the entry in the <u>Next Primary Lessee NAID</u> field.
FIN	N/A	System-generated; based on the entry in the <u>Next Primary Lessee NAID</u> field.
Name	N/A	System-generated; based on the entry in the <u>Next Primary Lessee NAID</u> field.
Secondary Lessee NAID	10 alphanumeric characters	In the <b>add</b> and <b>modify</b> modes, enter the secondary lessee NAID, if applicable.  <b>Result:</b> <i>The system automatically generates the appropriate entries in the <u>SSN</u>, <u>FIN</u>, <u>Name</u>, and ( telephone) fields based on the NAID selected.</i>
		System-generated; in the <b>query</b> mode, if applicable, based on the record selected from the entries in the key line fields.
SSN	N/A	System-generated; based on the entry in the <u>Secondary Lessee NAID</u> field.
FIN	N/A	System-generated; based on the entry in the <u>Secondary Lessee NAID</u> field.
Name	N/A	System-generated; based on the entry in the <u>Secondary Lessee NAID</u> field.
Number of Option Renewal Yrs.	1 numeric character	In the <b>add</b> and <b>modify</b> modes, enter the value from the <u>Number Of Option Renewal Years</u> field on the lease.  <b>Note:</b> <i>This data field is used primarily by homeless providers, but is not exclusive to them.</i>
		System-generated; in the <b>query</b> mode based on the entries in the key line fields above.

## 9.2 - Maintain Property Lease (continued)

**Table 9-2 Property Unit Lease (TMLE) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Waived Late Fee Flag	1 alphabetic character Y = Yes N = No	The entry in this field indicates whether or not the late fee should be waived. In the <b><i>add</i></b> and <b><i>modify</i></b> modes, enter: <ul style="list-style-type: none"> <li>Y (Yes) to indicate that the fee <b>should</b> be waived</li> <li>N (No) to indicate that the fee <b>should not</b> be waived</li> </ul>
		System-generated; in the <b><i>query</i></b> mode based on the entries in the key line fields above.
Late Fee Percent	2 numeric characters	In the <b><i>add</i></b> and <b><i>modify</i></b> modes, enter the late fee percentage.
		System-generated; in the <b><i>query</i></b> mode based on the entries in the key line fields above.
*Eviction Reason Type	2 alphabetic characters	In the <b><i>add</i></b> and <b><i>modify</i></b> modes, enter an eviction reason code to indicate the reason for the eviction. To view a list of available eviction reason type codes from which to select, enter a ? in this field and press the <ENTER> key for the Lookup screen. After entering an eviction reason code, press the <ENTER> key. <p><b>Result:</b> The system displays the Lease Eviction History Maintenance (TMEV) screen to allow the user to update the status of the eviction process (refer to <b>Lease Eviction History Maintenance (TMEV) Data Screen</b> for details).</p>
		System-generated; in the <b><i>query</i></b> mode based on the entries in the key line fields above.
Liability Insur Expir Date	8 alphanumeric characters Format: <b>mm/dd/yy</b>	In the <b><i>add</i></b> and <b><i>modify</i></b> modes, enter the liability insurance expiration date.
		System-generated; in the <b><i>query</i></b> mode based on the entries in the key line fields above.
Case Step Num	N/A	System-generated; based on the entry in the <u>Case Number</u> field..

## 9.2 Maintain Property Lease (continued)

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**Table 9-2 Property Unit Lease (TMLE) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO Remarks	1 alphabetic character Y = Yes N = No	Enter a <i>Y</i> and press the <ENTER> key to display the Property Remarks (CMPR) screen described under <b>Remarks GOTO (CMPR) Screen</b> in <b>Chapter 3 – Case Management</b> to add or review comments or clarifications about the lease.  <b>Caution:</b> <i>Only enter information in this field after a successful completion message has been received for the lease currently being processed.</i>
<p><i>To commit the addition or modification of a property unit lease, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the &lt;ENTER&gt; key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none"><li>• <i>make corrections to any errors</i></li><li>• <i>add another unit lease to a property</i></li><li>• <i>modify an existing unit lease for a property</i></li><li>• <i>delete an existing unit lease from a property</i></li><li>• <i>exit this screen.</i></li></ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

### Miscellaneous Receivable (CLMR) Data Screen

The Miscellaneous Receivable (CLMR) data screen, illustrated in Figure 9-5, allows authorized field office and Single Family Acquired Assets Branch (SFAAB) personnel to track money owed to HUD. This data screen allows users to monitor and track all receivables except rents. This includes:

- Property preservation and protection (P & P)
- Appraised liquidated damages
- M&M liquidated damages
- Closing agent liquidated damages
- Earnest money forfeitures.

#### Note

For problems regarding an invalid accounting event/post code combination, refer to the Accounting ID by Accounting Event Query (SMID) screen for a listing of valid combinations. Refer to **Chapter 2 - Global Definitions** for instructions for accessing and updating the Accounting Event Query (SMID) screen.

### *Before You Begin*

Gather this information before using the Miscellaneous Receivable (CLMR) data screen:

- case number
- payee NAID

#### Caution

**Do Not** Use the Write-off Amount field to remove or correct a receivable posted in error. To remove or correct an erroneous receivable, modify the entry in the Receivable Amount field.

## 9.2 Maintain Property Lease (continued)

S A M S		01/02/03
SCREEN: QCLMR_	CLMR MISCELLANEOUS RECEIVABLE QUERY	12:23:37 EST
CASE NUMBER: _____		
CASE NUMBER		
*POST CODE:	RECEIVABLE AMOUNT:	
TRANSACTION DATE:	TOTAL LIQUIDATION:	\$0.00
COMMENTS:		
*HUD OFFICE:	*NAID:	CONTACT NAME
STREET ADDRESS		
CITY	*STATE	ZIP CODE
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR		

Figure 9-5 Miscellaneous Receivable (QCLMR) Data Screen

### Data Screen Options

On the Miscellaneous Receivable (CLMR) data screen:

- To *locate (query)* a receivable, enter *QCLMR* in the Screen field and press the <F2> key.
- To *add* a receivable, enter *ACLMR* in the Screen field and press the <F2> key.
- To *modify* a receivable, access the Misc Receivable by Case Listing (CLRL) screen (described in detail under **Misc Receivable by Case Listing (CLRL) Query Screen**) in *query* mode and select the receivable to be liquidated.

### Note

The *modify* mode is not available from the Rentals and Debt Management Menu (LMRD). The user must select the receivable to be liquidated from the Miscellaneous Receivable by Case Listing (CLRL) screen in query mode to access the Miscellaneous Receivable (CLMR) screen in modify mode (MCLMR).

## 9.2 - Maintain Property Lease (continued)

---

*Procedure Table* Follow the instructions in Table 9-3 Miscellaneous Receivable (CLMR) Procedure Table to query, add or modify a miscellaneous receivable:

**Table 9-3 Miscellaneous Receivable (CLMR) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 alphanumeric characters	<b>[REQUIRED]</b> In the <i>add</i> or <i>query</i> modes, enter the case number.  <i>Note:</i> This field is not available in the <i>modify</i> mode when the screen is accessed from the Misc Receivable by Case Listing (CLRL) screen.
In the <i>query</i> mode, press the <F2> key		
<b>Result:</b> The system retrieves and displays the available values for the fields listed here.		
Case Number	N/A	System-generated; in the <i>query</i> mode.  <i>Note:</i> This field is not applicable in the <i>add</i> mode or in the <i>modify</i> mode when accessing this screen through the Misc Receivable by Case Listing (CLRL) screen.
*Post Code	2 alphanumeric characters	<b>[REQUIRED]</b> In the <i>add</i> mode, enter the post code or enter a ? and press the <ENTER> key for the Lookup screen to view a list of available post codes.  <i>Note:</i> Access to the Lookup table is not always available on this field.  In the <i>modify</i> mode (MCLMR) accessed through the Misc Receivable by Case Listing (CLRL) screen, enter <i>WO</i> to write-off this receivable
		System-generated; in the <i>query</i> mode based on the entry in the <u>Case Number</u> field when the <F2> key was pressed or in the <i>modify</i> mode when the screen is accessed from the Misc Receivable by Case Listing (CLRL) screen..



## 9.2 Maintain Property Lease (continued)

**Table 9-3 Miscellaneous Receivable (CLMR) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Receivable Amount	17 numeric characters	<p>[REQUIRED] In the <i>add</i> mode, enter the receivable amount.</p> <p><b>Note:</b> <i>To enter a dollar amount first clear the \$0.00 displayed by holding down the &lt;CTRL&gt; while pressing the &lt;DELETE&gt; key. Then type in the desired dollar amount.</i></p>
		System-generated; in the <i>query</i> mode based on the entry in the <u>Case Number</u> field when the <F2> key was pressed or in the modify mode when the screen is accessed from the Misc Receivable by Case Listing (CLRL) screen..
Transaction Date	N/A	<p>[REQUIRED] In the <i>add</i> mode, the system displays the current system date.</p> <p>In the <i>add</i> or modify modes, either leave the date shown or enter any date that is not greater than the current system date and not for a closed accounting period.</p>
		System-generated; in the <i>query</i> mode based on the entry in the <u>Case Number</u> field when the <F2> key was pressed or in the modify mode when the screen is accessed from the Misc Receivable by Case Listing (CLRL) screen.. This field displays the date of the last change to the transaction.
Total Liquidation	N/A	System-generated; based on the amount of the receivable that was liquidated.
Comments	20 alphanumeric characters	<p>In the <i>add</i> mode, enter any relevant comments regarding who submitted the miscellaneous receivable, where it may have come from, and how it should be applied.</p>
		System-generated; in the <i>query</i> mode based on the entry in the <u>Case Number</u> field when the <F2> key was pressed or in the modify mode when the screen is accessed from the Misc Receivable by Case Listing (CLRL) screen..

Table 9-3 Miscellaneous Receivable (CLMR) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Write-off Amount	15 numeric characters (with decimals)	<p>This field displays in the <b>modify</b> mode <b>only</b>, accessed through the Misc Receivable by Case Listing (CLRL) screen. Enter the amount of the receivable to be written off or liquidated.</p> <p><b>Caution:</b> This action liquidates the receivable from the books. <b>Do not</b> use this field to remove or correct a receivable posted in error.</p> <p><b>Note:</b> To enter a dollar amount first clear the \$0.00 displayed by holding down the &lt;CTRL&gt; while pressing the &lt;DELETE&gt; key. Then type in the desired dollar amount.</p>
*HUD Office	2 alphanumeric characters	<p>[REQUIRED] In the <b>add</b> mode, enter the HUD field office code associated with the logon ID. Depending upon the logon ID, a ? entered in this field may or may not access the Lookup table when the &lt;ENTER&gt; key is pressed.</p> <p><b>Note:</b> Access to the Lookup table is not always available on this field. When an entry is selected from the Lookup table, the relevant information displays in the <u>HUD Office</u> and <u>NAID</u> fields.</p> <p>System-generated; in the <b>query</b> mode based on the entry in the <u>Case Number</u> field when the &lt;F2&gt; key was pressed.</p>
*NAID	10 alphanumeric characters	<p>[REQUIRED] In the <b>add</b> mode, enter the NAID or enter a ? and press the &lt;ENTER&gt; key for the Lookup screen to view a selection list of available NAIDs.</p> <p><b>Note:</b> Access to the Lookup table is not always available on this field. When an entry is selected from the Lookup table, the relevant information displays in the <u>HUD Office</u> and <u>NAID</u> fields.</p> <p>System-generated; in the <b>query</b> mode based on the entry in the <u>Case Number</u> field when the &lt;F2&gt; key was pressed.</p>
Press the <ENTER> key to commit the entries on this screen.		
<b>Result:</b> The system retrieves and displays the available values for the fields listed here.		
Contact Name	N/A	System-generated; based on the entry in the <u>NAID</u> field.

## 9.2 Maintain Property Lease (continued)

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**Table 9-3 Miscellaneous Receivable (CLMR) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Street Address	N/A	System-generated; based on the entry in the <u>NAID</u> field.
City	N/A	System-generated; based on the entry in the <u>NAID</u> field.
State	N/A	System-generated; based on the entry in the <u>NAID</u> field.
Zip Code	N/A	System-generated; based on the entry in the <u>NAID</u> field.
<p><i>To commit the addition or modification of a miscellaneous receivable, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the &lt;ENTER&gt; key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none"><li>• <i>make corrections to any errors</i></li><li>• <i>add another miscellaneous receivable</i></li><li>• <i>modify another miscellaneous receivable</i></li><li>• <i>exit this screen</i></li></ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## Lease Eviction History Maintenance (TMEV) Data Screen

The Lease Eviction History Maintenance (TMEV) data screen, illustrated in Figure 9-6, allows authorized field office (M&M) staff to:

- Document the eviction history of occupants on HUD-owned properties that are currently leased.
- Monitor the disposition of the current occupants whether they are adverse occupants or delinquent in paying rent.
- Track both the eviction status code and the eviction complete date.

## Before You Begin

Gather this information before using the Lease Eviction History Maintenance (TMEV) data screen:

- Property folder
- Lease
- The Property Unit Maintenance (TMPU) Screen is completed
- Lease number

### Note

Access the Lease Search by City (LSLC), Lease Search by Lessee Name (LSLN), or Lease Search by Zip Code (LSLZ) screens to retrieve the lease number.

```

      S A M S
SCREEN: TMEV_      TMEV LEASE EVICTION HISTORY MAINTENANCE      01/22/03
                                          16:56:50 EST

NEXT EVICT STATUS CODE: _ CASE NUM: _ UNIT NUM: _ LEASE NUM: _

      *EVICTION      EVICTION      EVICTION
      STATUS        STATUS        COMPLETE
      OPT   CODE        DATE        FLAG

CASE HUD OFFICE  PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR
RETURN _

```

**Figure 9-6 Lease Eviction History Maintenance (STMEV) Screen**

## 9.2 Maintain Property Lease (continued)

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### Data Screen Options

On the Lease Eviction History Maintenance (TMEV) data screen:

- To **locate (query)** an eviction history on a leased property, enter *QTMEV* in the Screen field and press the <F2> key.
- To **maintain (add, modify, or delete)** the eviction history on a leased property case, enter *STMEV* in the Screen field and press the <F2> key.

**Procedure Table** Follow the instructions in Table 9-4 Lease Eviction History Maintenance (TMEV) Procedure Table to add, modify, delete, or search for the eviction history on a previously established, leased HUD property:

**Table 9-4 Lease Eviction History Maintenance (TMEV) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Evict Status Code	2 numeric characters	{ <b>REQUIRED</b> } In the <i>query</i> mode, enter the eviction status code based on the information in the case binder.  This field is not required in the <i>maintenance</i> (STMEV) mode..
		System-generated; in the <i>query</i> mode or when accessing this screen from the Property Unit Lease Add (TMLE) screen, described under <b>Property Unit Lease (TMLE) Data Screen</b> .  <i>Note:</i> Currently, the information is NOT system-generated and must be entered by the user.
Case Num	9 alphanumeric characters	[ <b>REQUIRED</b> ] In the <i>maintenance</i> (STMEV) mode, enter the case number in this field
		System-generated; in the <i>query</i> mode or when accessing this screen from the Property Unit Lease Add (TMLE) screen, described under <b>Property Unit Lease (TMLE) Data Screen</b> .
Unit Num	2 numeric characters	[ <b>REQUIRED</b> ] In the <i>maintenance</i> (STMEV) mode, enter the unit number in this field.
		System-generated; in the <i>query</i> mode or when accessing this screen from the Property Unit Lease Add (TMLE) screen, described under <b>Property Unit Lease (TMLE) Data Screen</b> .
Lease Num	2 numeric characters	[ <b>REQUIRED</b> ] In the <i>maintenance</i> (STMEV) mode, enter the lease number in this field.
		System-generated; in the <i>query</i> mode or when accessing this screen from the Property Unit Lease Add (TMLE) screen, described under <b>Property Unit Lease (TMLE) Data Screen</b> .

## 9.2 - Maintain Property Lease (continued)

**Table 9-4 Lease Eviction History Maintenance (TMEV) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Press the <F2> key.		
<b>Result:</b> The system retrieves and displays the available values for the fields listed here.		
Opt	1 alphabetic character A = Add M = Modify D = Delete	[REQUIRED] In the <b>maintenance</b> (STMEV) mode, enter the desired option.  This field is not available in the <b>query</b> mode.
*Eviction Status Code	2 alphabetic characters	[REQUIRED] In the <b>maintenance</b> (STMEV) mode, enter the eviction status code or enter a ? and press the <ENTER> key for the Lookup screen to display a list of eviction status selection codes. This code gives the status of the eviction (e.g., authority to evict).  System-generated; in the <b>query</b> mode based on the entries in the <u>Next Evict Status Code</u> , <u>Case Num</u> , <u>Unit Num</u> , and <u>Lease Num</u> fields.
Eviction Status Date	8 alphanumeric characters mm/dd/yy	[REQUIRED] In the <b>maintenance</b> (STMEV) mode, enter the eviction date based on the eviction letter in the case binder from the legal counsel.  System-generated; in the <b>query</b> mode based on the entries in the <u>Next Evict Status Code</u> , <u>Case Num</u> , <u>Unit Num</u> , and <u>Lease Num</u> fields.
Eviction Complete Flag	1 alphabetic character	[REQUIRED] In the <b>maintenance</b> (STMEV) mode, enter: <ul style="list-style-type: none"><li>• Y if the eviction is complete</li><li>• N if the eviction is not complete</li></ul> System-generated; in the <b>query</b> mode based on the entries in the <u>Next Evict Status Code</u> , <u>Case Num</u> , <u>Unit Num</u> , and <u>Lease Num</u> fields.
Return	1 alphabetic character X	Enter an X and press the <ENTER> key.  <b>Result:</b> The system displays the Property Unit Lease (TMLE) screen if this screen was accessed from the Property Unit Lease (TMLE) screen. Refer to <b>Property Unit Lease (TMLE) Data Screen</b> for details.  <b>Note:</b> This action should be taken only after this screen is committed and a successful completion message is displayed..

## 9.2 Maintain Property Lease (continued)

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**Table 9-4 Lease Eviction History Maintenance (TMEV) Procedure Table, continued**

*To commit the addition, modification, or deletion of the eviction history for a property unit that has been leased, press the <ENTER> key.*

**Result:** *The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:*

- *make corrections to any error,*
- *add another eviction history for the property unit,*
- *modify an existing eviction history for the property unit*
- *delete an existing eviction history for property unit*
- *exit this screen*

**Note:** *If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.*

## Before You Begin

A list of receivables, for the specified case number displays on the screen. To display the details for a specific receivable, enter an *X* in the Sel field beside the desired receivable and press the <ENTER> key. The system accesses the Miscellaneous Receivable (CLMR) screen for the selected receivable. Refer to **Miscellaneous Receivable (CLMR) Data Screen** for an illustration and detailed instructions for using the Miscellaneous Receivable (CLMR) screen.

- the case number

```

                                S A M S                               01/22/03
SCREEN: QCLRL_                CLRL MISC RECEIVABLE BY CASE LISTING    16:56:03 EST

CASE NUMBER:  _ _ _ _ _      POSTING DATE:  _ _ _ _ _

   POSTING   POST       ORIGINAL   COLLECTED   LAST COLL
SEL  DATE    CODE      AMOUNT     AMOUNT     DATE        CONTACT NAME


```

**Figure 9-7 Misc Receivable by Case Listing (QCLRL) Screen**

On the Misc Receivable by Case Listing (CLRL) screen:

- To *locate (query)* a miscellaneous receivable, enter *QCLRL* in the Screen field and press the <F2> key.



## 9.2 Maintain Property Lease (continued)

---

*Procedure Table* Follow the instructions in Table 9-5 Misc Receivable by Case Listing (CLRL) Procedure Table to locate (query) a miscellaneous receivable using a case number:

**Table 9-5 Misc Receivable by Case Listing (CLRL) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number.
Posting Date	8 alphanumeric characters Format: <b>mm/dd/yy</b>	Enter the posting date to limit the display of records on the screen.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields listed here.</i>		
Sel	1 alphabetic character X	Enter an <i>X</i> and press the <ENTER> key to select a receivable transaction.  <b>Result:</b> <i>The system displays the Miscellaneous Receivable (CLMR) screen in the <b>modify</b> mode (MCLMR) to allow the user to liquidate or modify the receivable. Refer to <b>Miscellaneous Receivable (CLMR) Data Screen</b> for an illustration and detailed description of the screen.</i>
Posting Date	N/A	System-generated; based on the entries in the <u>Case Number</u> and/or <u>Posting Date</u> fields.
Post Code	N/A	System-generated; based on the entries in the <u>Case Number</u> and/or <u>Posting Date</u> fields.
Original Amount	N/A	System-generated; based on the entries in the <u>Case Number</u> and/or <u>Posting Date</u> fields.
Collected Amount	N/A	System-generated; when funds received towards the amount shown in the <u>Original Amount</u> field are recorded.
Last Coll Date	N/A	System-generated; based on the date money shown in the <u>Collected Amount</u> field is received towards the amount shown in the <u>Original Amount</u> field.
Contact Name	N/A	System-generated; based on the entries in the <u>Case Number</u> and/or <u>Posting Date</u> fields.

## 9.2 - Maintain Property Lease (continued)

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### Property Unit Lease Rent (TMRT) Query Screen

#### *Before You Begin*

The Property Unit Lease Rent (TMRT) query screen, illustrated in Figure 9-8, allows authorized field office and SFAAB personnel to find rental information regarding a property that is currently leased.

Gather this information before using the Property Unit Lease Rent (TMRT) query screen:

- the case number to query

```

SAMS
SCREEN: QTMRT_    TMRT PROPERTY UNIT LEASE RENT QUERY    01/02/03
                                                    12:27:46 EST
NEXT CASE NUM:  _  _  _  UNIT ADDRESS:  _  _  _  LEASE NUMBER:  _  _  _

CASE NUM      UNIT ADDRESS      LEASE NUMBER      NUMBER      RENT AMOUNT

CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=MENU 5=MAIN 7=FRWD 8=BKWD 9=CLEAR

```

**Figure 9-8 Property Unit Lease Rent (QTMRT) Query Screen**

#### *Data Screen Options*

On the Property Unit Lease Rent (TMRT) screen:

- To **locate (query)** the rent history of a leased property, enter *QTMRT* in the Screen field and press the <F2> key.

## 9.2 Maintain Property Lease (continued)

---

*Procedure Table* Follow the instructions in Table 9-6 Property Unit Lease Rent (TMRT) Procedure Table to locate (query) a leased property using the case number, unit number, and lease number associated with the unit number:

**Table 9-6 Property Unit Lease Rent (TMRT) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Num	9 alphanumeric characters	[REQUIRED] Enter the case number associated with the desired record.
Unit Address	2 numeric characters	[REQUIRED] Enter the unit number associated with the desired record.  <i>Note:</i> While the name of this field is Unit Address, the entry is actually the unit number and not the full address for the property.
Lease Number	2 numeric characters	[REQUIRED] Enter the lease number associated with the desired record.
Press the <F2> key.		
<b>Result:</b> The system retrieves and displays the available values for the fields listed here.		
Case Num		System-generated; based on the information entered in the <u>Next Case Num</u> , <u>Unit Address</u> , and <u>Lease Number</u> fields.
Unit Address	N/A	System-generated; based on the information entered in the <u>Next Case Num</u> , <u>Unit Address</u> , and <u>Lease Number</u> fields.
Lease Number	N/A	System-generated; based on the information entered in the <u>Next Case Num</u> , <u>Unit Address</u> , and <u>Lease Number</u> fields.
Number	N/A	System-generated; based on the information entered in the <u>Next Case Num</u> , <u>Unit Address</u> , and <u>Lease Number</u> fields.
Rent Amount	N/A	System-generated; based on the information entered in the <u>Next Case Num</u> , <u>Unit Address</u> , and <u>Lease Number</u> fields. This field displays the original rent amount and does not change if the amount has been modified.

### Lease Search by City (LSLC) Query Screen

*Before You  
Begin*

The Lease Search by City (LSLC) query screen, illustrated in Figure 9-9, allows authorized field office and SFAAB personnel to find a lease by state, city and/or NAID.

Gather this information before using the Lease Search by City (LSLC) query screen:

- the lease state
- city
- NAID

SCREEN: QLSLC S A M S 01/02/03  
LSLC LEASE SEARCH BY CITY QUERY 12:32:40 EST

HUD OFFICE:        STATE CODE:        LEASEE CITY:                      NAID:           

OPT	NAID	NAME ADDRESS	UNIT NUMBER	HUD OFFICE
-----	------	-----------------	----------------	---------------

HUD OFFICE IS REQUIRED  
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD

**Figure 9-9 Lease Search by City (QLSLC) Query Screen**

*Data Screen  
Options*

On the Lease Search by City (LSLC) query screen:

- To *locate (query)* a lease by state, city, and NAID, enter QLSLC in the Screen field and press the <F2> key.

## 9.2 Maintain Property Lease (continued)

*Procedure Table* Follow the instructions in Table 9-7 Lease Search by City (LSLC) Procedure Table to search for a lease using the HUD office code and a state code:

**Table 9-7 Lease Search by City (LSLC) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	[REQUIRED] Enter the HUD Field Office code.
		System-generated; based on entries on the query screen accessed prior to accessing this screen.
State Code	2 alphabetic characters	[REQUIRED] Enter the 2-digit code for the state in which the property resides.
		<i>Note:</i> If the screen accessed prior to this is the Lease Search by Lessee Name (LSLN) or Lease Search by Zip Code (LSLC); delete the entry in this field and enter a state code.
		System-generated; based on entries on the query screen accessed prior to accessing this screen.
Lessee City	17 alphabetic characters	[REQUIRED] Enter the name of the city in which the property resides.
		<i>Note:</i> If the screen accessed prior to this is the Lease Search by Lessee Name (LSLN) or Lease Search by Zip Code (LSLC); delete the entry in this field and enter the city for the lessee.
		System-generated; based on entries on the query screen accessed prior to accessing this screen.
NAID	10 alphanumeric characters	Enter the lessee NAID for this property.
		<i>Note:</i> If the screen accessed prior to this is the Lease Search by Lessee Name (LSLN) or Lease Search by Zip Code (LSLC); delete the entry in this field and enter the lessee NAID for the property.
		System-generated; based on entries on the query screen accessed prior to accessing this screen.
Press the <F2> key.		
<b>Result:</b> The system retrieves and displays the available values for the fields listed here.		
Opt	1 alphabetic character X	Enter an X and press the <ENTER> key.
		<b>Result:</b> The system displays the TMLE Property Unit Lease screen in the query mode (QTMLE). For an illustration and detailed description, refer to <b>Property Unit Lease (TMLE) Data Screen</b> .

## 9.2 - Maintain Property Lease (continued)

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**Table 9-7 Lease Search by City (LSLC) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
NAID	N/A	System-generated based on the search criteria entered in the <u>HUD Office</u> , <u>State Code</u> , <u>Leasee City</u> , and <u>NAID</u> fields.
Name	N/A	System-generated based on the search criteria entered in the <u>HUD Office</u> , <u>State Code</u> , <u>Leasee City</u> , and <u>NAID</u> fields.
Address	N/A	System-generated based on the search criteria entered in the <u>HUD Office</u> , <u>State Code</u> , <u>Leasee City</u> , and <u>NAID</u> fields.
Unit Number	N/A	System-generated based on the search criteria entered in the <u>HUD Office</u> , <u>State Code</u> , <u>Leasee City</u> , and <u>NAID</u> fields.

---

## 9.2 Maintain Property Lease (continued)

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### Lease Search by Lessee Name (LSLN) Query Screen

*Before You  
Begin*

The Lease Search by Lessee Name (LSLN) query screen, illustrated in Figure 9-10, allows authorized field office and Real Property Branch accounting personnel to find leases using the name of the lessee and NAID.

Gather this information before using the Lease Search by Lessee Name (LSLN) query screen:

- Lessee Name
- Lessee NAID

```

      S A M S
SCREEN: QLSLN_  LSLN LEASE SEARCH BY LEASEE NAME QUERY  01/02/03
                                                         12:32:08 EST

HUD OFFICE: ___ NAME: _____
NAID: _____

  OPT  NAID      NAME      ADDRESS      HUD OFFICE  UNIT
  -

```

TOO MANY CHARACTERS IN INPUT, MAXIMUM - 002  
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD

**Figure 9-10 Lease Search by Lessee Name (QLSLN) Query Screen**

*Data Screen  
Options*

On the Lease Search by Lessee Name (LSLN) query screen:

- To *locate (query)* a lease by name and NAID, enter *QLSLN* in the Screen field and press the <F2> key.

## 9.2 - Maintain Property Lease (continued)

---

*Procedure Table* Follow the instructions in Table 9-8 Lease Search by Lessee Name (LSLN) Procedure Table to search for a lease using the HUD office code and a lessee name and NAID, if known:

**Table 9-8 Lease Search by Lessee Name (LSLN) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	[REQUIRED] Enter the HUD Field Office code.
		System-generated; based on entries on the query screen accessed prior to accessing this screen.
Name	40 alphanumeric characters	[REQUIRED] Enter the name of the lessee.
		System-generated; based on entries on the query screen accessed prior to accessing this screen.
NAID	10 alphanumeric characters	Enter the lessee NAID for this property.
		System-generated; based on entries on the query screen accessed prior to accessing this screen.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields listed here.</i>		
Opt	1 alphabetic character X	Enter an X and press the <ENTER> key.  <b>Result:</b> <i>The system displays the Property Unit Lease Add (TMLE) screen in the query mode (QTMLE). For an illustration and detailed description, refer to <b>Property Unit Lease (TMLE) Data Screen</b>.</i>
NAID	N/A	System-generated; based on the search criteria entered in the <u>HUD Office</u> , <u>Name</u> , and <u>NAID</u> fields.
Name	N/A	System-generated; based on the search criteria entered in the <u>HUD Office</u> , <u>Name</u> , and <u>NAID</u> fields.
Address	N/A	System-generated; based on the search criteria entered in the <u>HUD Office</u> , <u>Name</u> , and <u>NAID</u> fields.
HUD Office	N/A	System-generated; based on the search criteria entered in the <u>HUD Office</u> , <u>Name</u> , and <u>NAID</u> fields.
Unit Number	N/A	System-generated; based on the search criteria entered in the <u>HUD Office</u> , <u>Name</u> , and <u>NAID</u> fields.



## 9.2 Maintain Property Lease (continued)

### Lease Search by Zip Code (LSLZ) Query Screen

*Before You Begin*

The Lease Search by Zip Code (LSLZ) query screen, illustrated in Figure 9-11, allows authorized field office and SFAAB personnel to find a lease using a ZIP code.

Gather this information before using the Lease Search by Zip Code (LSLZ) screen:

- the ZIP code
- and/or the NAID

S A M S				01/02/03
SCREEN: QLSLZ_ LSLZ LEASE SEARCH BY ZIP CODE QUERY				12:31:21 EST
LEASEE ZIP CODE: 33186 0000			NAID: ELNTGL9041	
OPT	NAID	ADDRESS NAME		UNIT NUMBER
-	CRWNEM8844	CROWNE MEADOWS HOMEOWNERS ASSOCIATION		
		BETHESDA MD	20814 0000	
-	BCHNHL6855	BEECHEN HILLS OWNERS ASSOC		
		COLUMBIA MD	21044 0000	
-	DLCTY67498	DALE CITY 6TH H O A		
		LORTON VA	22199 0000	
-	TMPLTN0317	C/O LEGUM & NORMAN INC.		
		ALEXANDRIA VA	22304 0000	
-	RBLDMR3726	REBUILDING AMERICA'S HOUSING		1
		ALEXANDRIA VA	22309 0000	
-	TRTOPC0766	TREE TOP CONDOS HOA		
		CHARLOTTE NC	28217 0000	
-	YRKSHR0252	YORKSHIRE HOA		
		CHARLOTTE NC	28235 0000	

PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.  
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD

Figure 9-11 Lease Search by Zip Code (QLSLZ) Query Screen

*Data Screen Options*

On the Lease Search by Zip Code (LSLZ) query screen:

- To *locate (query)* a lease by ZIP code, enter *QLSLZ* in the Screen field and press the <F2> key.

## 9.2 - Maintain Property Lease (continued)

---

*Procedure Table* Follow the instructions in Table 9-9 Lease Search by Zip Code (LSLZ) Procedure Table to search for a lease using a ZIP code and a lessee NAID, if known:

**Table 9-9 Lease Search by Zip Code (LSLZ) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Leasee Zip Code	9 numeric characters	[REQUIRED] Enter the ZIP code of the city in which the property is located.
		System-generated; when the screen is accessed based on the last zip code displayed on the Lease Search by Lessee Name (LSLN) screen, Lease Search by City (LSLC) screen, or this screen.
NAID	10 alphanumeric characters	Enter the lessee NAID for the property to limit the search, if desired.
		System-generated; when the screen is accessed based on the last zip code displayed on the Lease Search by Lessee Name (LSLN) screen, Lease Search by City (LSLC) screen, or this screen.
Press the <F2> key.		
<b>Result:</b> The system retrieves and displays the available values for the fields listed here.		
Opt	1 alphabetic character X	Enter a X and press the <ENTER> key.  <b>Result:</b> The system displays the Property Unit Lease Add (TMLE) screen in the query mode (QTMLE). For an illustration and detailed description refer to <b>Property Unit Lease (TMLE) Data Screen</b> .
NAID	N/A	System-generated; based on the search criteria entered in the <u>Leasee Zip Code</u> and <u>NAID</u> fields.
Address	N/A	System-generated; based on the search criteria entered in the <u>Leasee Zip Code</u> and <u>NAID</u> fields.
Name	N/A	System-generated; based on the search criteria entered in the <u>Leasee Zip Code</u> and <u>NAID</u> fields.
Unit Number	N/A	System-generated; based on the search criteria entered in the <u>Leasee Zip Code</u> and <u>NAID</u> fields.